

## Ghertner & Co. Authorization Agreement for ACH

Please complete the entire form and attach back-up from the Financial Institution confirming the Account and Routing numbers you list below (examples are a voided check, direct deposit form, etc.). All forms received on or before the 15<sup>th</sup> day of the month will be processed and draft will occur on the 5<sup>th</sup> day of the following month (if payment is due).

You will receive an email confirming our receipt of your request and the effective date.\*

\*Please note – You will need to provide written permission for special assessments to be drafted. Past due balances will need to be paid separately by sending a check or online payment.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

HOA: \_\_\_\_\_ Unit/Address: \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

**\*\*Monthly/Quarterly/Semi-Annual/Annual\_ Amount to Draft: \$** \_\_\_\_\_

\*\*The draft can only occur as it is billed per the HOA's schedule. For example, if the fees are charged monthly, they can only be drafted monthly.

Bank/Depository Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**\*\*\*Bank Account #** \_\_\_\_\_ **Routing #** \_\_\_\_\_

Check One: ( ) checking or ( ) savings account

\*\*\*Back-up from the Financial Institution **MUST** accompany this form (as stated in the paragraph above)

**It is my duty to notify Ghertner & Company by the 15<sup>th</sup> of the month of any changes to my bank/depository account in order for changes to be effective the following month.**

I attest I am an authorized owner of the depository account listed above and am exercising my powers as such. I (we) hereby authorize Ghertner & Company to (a) initiate credit and/or debit entries, (b) initiate any and all necessary reversing entries and/or adjustments for any errors made to my (our) checking/savings account, and (c) update the amount drafted for changes in association dues and/or assessments. This authority is to remain in full force and effect until Ghertner & Company has received written notification of its termination, giving Ghertner & Company at least 15 days' notice to terminate; or until Ghertner & Company or my bank/depository has sent me 10 days written notice that they will end this agreement.

I understand that in the event my account has insufficient funds to cover the monthly payment amount drafted, or my monthly payment rejects due to closed status or any other changes, a \$35 fee will be assessed in addition to any other applicable charges assessed by the HOA.

This is a request for (please select one):  
( ) initial set-up of ACH  
( ) change in account information

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Return this form signed and with required back-up to:**  
**Ghertner & Company, 50 Vantage Way, Suite 100, Nashville, TN 37228**  
**Fax#: 615-259-4540**